

**Report for week ending 30 December 1953 from  
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH**

**1. In connection with the Writers' Guide:**

a. Dispatched a letter to the Department of the Air Force requesting two copies of Guide for Air Force Writing.

b. Sketched five fliers captioned:

"Cut Correspondence Costs."  
"Sift Out Excess Verbiage."  
"Is Your Writing in the Rough?"  
"Let's Condense Our Writing."  
"Have You Weighed Your Writing Lately?"

c. Examined in detail samples of correspondence originated by the Office of Personnel. Many instances of excessively flowery expressions, outmoded words and phrases, and excess verbiage, particularly prepositional phrases, were noted. We propose to show how their style of writing can be streamlined to reduce letter content by one-third.

d. Continued to develop text material. Completed sections titled:

"Obsolete Expressions"  
"Gobbledygook"  
"Excess Words"  
"Light Words versus Heavy Words"  
"Letter Beginnings"

e. Submitted a paper to  rebutting the Director of Training's nonconcurrence with our proposal to develop the Writers' Guide.

25X1

2. Outlined plans for an initial progress report from Area Records Officers. It is proposed that the report be a questionnaire which can be completed readily by "yes" or "no" or by check marks. Information will be sought on program progress, the dissemination of program information which General Services Office has released, and the program phases in which there is the greatest interest or need.

**Chief, Reports and Correspondence  
Management Branch**

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Report for week ending 30 December 1953 from MACHINE RECORDS BRANCH

Administrative:

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[ ] entered on duty in Machine Records Branch 28 December 1953. He has been assigned to Logistics section as a tab equipment operator.

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[ ] has notified this office that he is resigning 15 January 1954. [ ] is returning to college.

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Operational:

Fiscal - Balancing of Individual Earnings Record has been completed and preparation of W-2's will be completed by 5 January 1954.

Logistics - Special information is being furnished Logistics Office, so they can conduct a physical inventory of supplies. This information is being furnished on Mark Sensing Punch cards.

Personnel - As mentioned in the activity report of 23 December 1953, Personnel Office has requested Position Control Listings be furnished them 15 January 1954. Due to incomplete information and processing time this date will not be met and 20 January 1954 has been suggested as an alternate date.

[ ]  
Chief, Machine Records Branch

25X1

DEC 31 1953  
14:45

DEC 31 1953  
14:21

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## Report of the RECORDS CENTER BRANCH for the week ending 30 December 1953

Clarification of the actual mechanics required to declassify "restricted" distribution materials is now being sought as a result of an Air Force request for 563 copies of HIS Gazetters. The method most desirable from the point of view of the Center operation would be that of stamping each document with a statement of the declassification and a citation of an authority for the action. If personnel are going to be required to blank out the word restricted wherever it appears, this will mean covering every page on some of the other HIS material.

[redacted] GSO Classification Officer is working out a procedure with [redacted]

Approximately 100 cubic feet of non-record copies of Information Reports have now been screened out of the master files. The extra copies have been boxed and will be held until disposal authority can be secured.

[redacted]  
Chief, Records Center Branch

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